

Quality Assurance Technician Job Description

Duties and Responsibilities:

- Provide assistance to local and corporate management in carrying out changes to the food safety system of the facility; give assistance in creating, reviewing, authenticating, and maintaining food safety system documents, including standard operating procedures (SOPs) and programs working in collaboration with the quality assurance team; provide assistance in maintaining document registers and documentation
- Provide daily monitoring of facility and personnel to ensure compliance to the food safety system of the facility; perform formal audit on cGMP
- Ensure training of facility personnel on cGMPs, Risk Preventive Controls, Hazard Analysis, pre-requisite programs, and other applicable food safety system elements as required; find out new areas trainings are required
- Collect and analyze product samples as required, as well as document information derived from analysis
- Carry out chemical testing, microbiological testing, co-sampling, and physical specification compliance testing as required. Microbiological tests may include APC, E.coli, Coliform, particle size, Yeast, testing for mycotoxin presence/levels, and Mold
- Responsible for recording and submission all shipped samples to outside labs for further analyses as requested; establish professional relationships with external labs used by the facility
- Responsible for maintaining special sampling requirements for company and customers and when required analyze/submit samples
- Safely keep records of all facility analytical results; immediately report results discovered to be out of specification to the plant manager and the quality assurance manager; provide documented reports of analytical results to the operations manager, QA manager, and plant manager; also responsible for tracking and reporting data trends

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- Perform calibration and maintenance of laboratory equipment, and ensure general good lab procedures
- Responsible for maintaining the right lab supplies and QA inventory, and for ordering needed supplies
- Responsible for creating certificates of analysis (COAs) for products that have been analyzed as required; maintaining data on nutritional analyses; maintaining labeled, organized retention samples of all products that have been analyzed as well as the sample library log
- Provide assistance in reviewing process control of facility as well as the monitoring records for sanitation process control; make report of any noticeable deviation or potential hazards in standard operating procedure or process control to the quality assurance manager and the plant manager
- Perform sanitation efficacy monitoring in the facility, such as swabbing and visual inspections
- Provide assistance in updating and implementing facility sanitation plans in collaboration with facility management and quality assurance management
- Responsible for the calibration of magnet and metal detection systems and ensure they are in top performance
- Ensure all finished products immediately after production are put on hold pending when all required analysis are performed; release all products for commerce that meet required specification after analysis have been performed on them, while rejecting and disposing off of all products that were found to be out of specification after being analyzed
- Responsible for inspecting raw materials coming in; assisting in investigating non-conformance and complaint about product; and provide leadership for the facility team in performing self-audits
- Ensure communication with third-party firms providing services to the facility, such as pest control contractors
- Perform water testing; establish quality assurance related SDS library; participate in ensuring applicable regulatory, customer, and company requirements are met

- Provide assistance in hosting visitors to the facility, including regulatory agency representatives and customer representatives; function as main host for the facility's third party auditors
- Provide assistance in ensuring that applicable certifications such as Non-GMO, Kosher, Organic, and Hallal are maintained.

Quality Assurance Technician Requirements – Skills, Knowledge, and Abilities

- Profound knowledge and understanding of applicable FDA regulations and cGMP
- Possession of Bachelor's or AA degree in a scientific discipline or equivalent in addition to two years or more working experience in a relevant, cGMP/FDA regulated industry
- Ability to communicate effectively with both internal and external personnel
- Strong experience working with electronic documentation management systems (EDMS), such as SharePoint and Oracle
- Excellent computer skills, including ability to work effectively with Microsoft Excel and Word
- Possess innovative, resourceful, and proactive disposition, committed to ensuring continuous improvement of capacity and delivering quality service
- Strong ability to expect challenges and proffer effective solutions to them
- Experience assisting regulatory inspections and/or audits.